



**Department of
Education**

Dennis M. Walcott, Chancellor



New Enhancements Overview

Online Occurrence Reporting System – OORS
Suspensions and Office of Hearings Online - SOHO

2012-2013

Online Occurrence Reporting System

Bias Related Infractions:

Changes have been implemented to Discipline Code infractions that may involve bias related behavior.

Level	A	B	Description
3	13	15	Using profane, obscene...abusive language
	23	23	Using slurs
	24	24	Shoving, pushing
	28	28	Inappropriate or unwanted physical contact
	31	33	Posting/distributing libelous material
4	33	36	Posting, distributing material threat of violence, violent or lewd pictures
	34	37	Physically aggressive behavior/minor injury
	35	38	Act of coercion, threatening violence
	36	39	School bus behavior risk or results in injury
	37	40	Intimidating and bullying behavior
	38	35	Sexually suggestive comments, nonverbal or physical conduct sexual nature
	43	45	Substantial risk of serious injury
	44	46	Causing serious injury
5	52	54	Extreme force, inflicting or attempting to inflict serious injury
	53	55	Group violence
	54	56	Threatening or violent behavior gang related
	55	57	Physical sexual aggression
	58	61	Using Category I weapon
	59	62	Using Category II weapon

Online Occurrence Reporting System

When selecting a discipline code infraction that is possibly bias related the system will prompt you to answer a question regarding the nature of the incident as shown below.

The screenshot shows a web interface for reporting an incident. At the top, there is a list of discipline codes with checkboxes: ☒ A23 Using Slurs (Bias), ☐ A24 Horseplay, and ☐ A25 Bringing unauthorized visitors to school. Below this list is a horizontal scrollbar. Under the scrollbar, a question is displayed: "* Does this incident involve student-on-student behavior which may make this a bias related incident of harassment, intimidation and/or bullying?". Below the question are two radio buttons: "Yes" and "No". A note in parentheses follows: "(Bias categories include: race, color, religion, ethnicity, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation, disability and weight.)". At the bottom of the form is a blue "Continue" button.

☒ A23 Using Slurs (Bias)

☐ A24 Horseplay

☐ A25 Bringing unauthorized visitors to school

* Does this incident involve student-on-student behavior which may make this a bias related incident of harassment, intimidation and/or bullying?

☐ Yes ☐ No

(Bias categories include: race, color, religion, ethnicity, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation, disability and weight.)

Continue

As you proceed through the report and arrive at the description tab a more specific classification is necessary in order to submit the report as shown below.

*What is the bias category? (select all that apply)

- ☐ Race, Color
- ☐ Ethnicity, National Origin
- ☐ Religion, Creed
- ☐ Gender (Sex)
- ☐ Gender Identity, Gender Expression, Sexual Orientation
- ☐ Disability
- ☐ Weight
- ☐ Citizenship/Immigration Status

Online Occurrence Reporting System

New Safety Related Category:

Under the category "Safety Related" you will find a new incident classification **N21 – Incident involving Adult Education student.**

Who responded to the occurrence?

- ☐ FDNY
- ☐ EMS
- ☐ External NYPD
- ☐ School Safety Agent
- ☒ School Staff only

Was police action taken?

- ☐ Yes
- ☒ No

Please indicate a category

- ☐ (A) Discipline Code (Grades K-5)
- ☐ (B) Discipline Code (Grades 6-12)
- ☐ Accident(O01)
- ☐ Medical Illness(N08)
- ☐ External incident [off school grounds] (N18)
- ☐ Corporal punishment/verbal abuse allegation (O76)
- ☐ Sexual misconduct allegation (adult against student) (O75)
- ☐ Child abuse allegation (O77)
- ☐ Suicide \ Suicide Ideation (O57)
- ☒ Safety Related
- ☐ Building condition



N21

Incident involving Adult Education student

Online Occurrence Reporting System

Location Tab:

Several new location types have been added to the location tab.

Reported On: 7/16/2012 @ 4:28 PM

General	Location	Description	Suspects	Victims	Witnesses	Vouchers	Injuries	Update	Status
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Location

☐ Private Bus

☐ Permit Location (CBO)

☐ Private Car / Car Service

General Info Tab:

On the General Information Tab you can indicate that your Borough Safety Director has been contacted concerning a specific incident report.

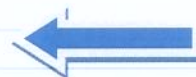
General	Location	Description	Suspects	Victims	Witnesses	Vouchers	Injuries	Update	Status	Ac
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General Information

☐ Check this box if NYPD was contacted

☐ Check this box if Superintendent was contacted

☐ Check this box if Borough Safety Director was contacted



Suspensions and Office of Hearings Online


SOHO Gateway:


There is a significant update to the disciplinary responses available in the SOHO Gateway. The Discipline Code infraction will drive what disciplinary responses are available when entering the SOHO Gateway. Based on the category of the incident, the range of suspensions and forms of Guidance and Intervention will display according to the rules found in the Citywide Standards of Intervention and Discipline Measures.

We begin by selecting an OORS report with either an A or B infraction code.

Academic Year: 2012-2013 ▼

Standard Reports		Shared Reports	
A23 :	-081512-0022 (unsubmitted)		
B36 :	-081312-0018 (unsubmitted)		
B35 :	-080712-0017 (unsubmitted)		
A06 :	-072312-0015 (unsubmitted)		
A09 :	-071912-0013 (unsubmitted)		
A44 :	-070612-0009 (unsubmitted)		
B44 :	-070612-0008 (unsubmitted)		
A44 :	-070612-0007		
A32 :	-070312-0006 (unsubmitted)		
A24 :	-070312-0005		
A07 :	-070312-0002		



[Edit](#) [Request Video Evidence Export](#)  [Edit](#)

[Create a New Report](#)

Online Occurrence Reporting System

Suicide Report:

The Suicide/Suicide Ideation category has been updated to allow documentation of incidents in which a staff member is the victim.

☐ Student

☒ Staff Member

Staff Information

* First Name:

* Last Name:

* Title:

* Telephone Number:

() - Ext.

Suicide Information

* Category Type

Please Choose Category Type

* File Number:

* Referred to Agency

* Date Referred to Agency:

* Presenting Problem

* Recommendation

Staff Members Involved

* Staff Members Involved

First Name:

Last Name:

Status:

Choose a personnel status

Add >>

<< Remove

Cancel

Submit Report

Back

Suspensions and Office of Hearings Online

Next, we select the student we wish to suspend and click on the button labeled “Enter SOHO Gateway”

General

Location

Description

Suspects

Victims

Witnesses

Vouchers


Injuries


Update

Status

Activity

Suspects Menu

 To add suspect, choose a status from the menu and click [Add a Suspect].

 To edit a suspect, choose from the existing suspects below and click the appropriate button.

To request a suspension, choose a student from the menu below and click the [Make SOHO Request] button.

[Please choose status]

Add a Suspect

Edit a Suspect

Enter Soho Gateway

HAMLIN MANGIN, MARIA (Student, DOB: 01/12/2005)

HAMLOR, MARIA (Student, DOB: 08/14/2000)

HAMM, MARIA (Student, DOB: 04/17/2002)

HAMMERMAN, MARIA (Student, DOB: 08/03/2003)

You will notice that only the suspension types that are acceptable for this discipline code will appear. The same logic has been applied to the Guidance and Intervention menu.

[SOHO Gateway]

Principal's Suspension

Teacher Removal

Student Information

StudentID	222842643
FirstName	MARIA
LastName	HAMLIN MANGIN
MiddleName	ALBERTO
BirthDate	20050112
Gender	F
LanguageCode	NO
GeoCode	88
AdmissionDate	20120201

Suspension

Total Principal Sus	
Total Teacher Ret	

Occurrence

ControlNo	
ClassificationCode	
PreHearingRemov	
PreHearingRemov	
OccDate	

Guidance and Interventions

☐ Community service (with parental consent)

☐ Conflict Resolution

☐ Development of individual behavior contract

☐ Guidance Conference(s)

☐ Individual/Group Counseling

☐ Intervention by Counseling Staff

☐ Mentoring Program

☐ Parent Outreach

☐ Peer Mediation

☐ Positive Behavioral Interventions and Supports (PBIS)

☐ Referral to a Community Based Organization (CBO)

☐ Referral to appropriate substance abuse counseling services

☐ Referral to counseling services for bias-based bullying, intimidation, or harassment

☐ Referral to counseling services for youth relationship abuse or sexual violence

☐ Referral to PPT (Pupil Personnel Team)

☐ Restorative Approaches

☐ Short-term behavioral progress reports